

# ***Human Relations Commission***

## **Orientation Guide For New Commissioners**

### **Vision Statement**

*CVHRC promotes and facilitates a mutual understanding and respect among all diverse groups that make up the City and their participation in local government*

### **Mission Statement**

*CVHRC provides advice and recommendations to the City Council on matters pertaining to the protection, strengthening and participation of the rights of the all people who reside or visit Chula Vista realize to realize their full enjoyment of their constitutional rights and privileges without regard to race, color, ethnicity, religion, creed, gender, age, sexual orientation, disability, socio-economic status or national origin.*



***July 2006***

## *Contents*

	page
1. Welcome from the Commissioners	1
2. History of the Human Relations Commission	4
3. Meeting Procedure & Structure	5
4. Expectations of Commissioners	5
5. Subcommittees	6
6. Events/Activities Calendar	7
7. Award Nomination Forms	8
8. Examples of HRC Press Releases	12
9. Literary Contest Rules & Press Release	15
10. Public Comment Forms	20
11. Contact Roster	21

## 1. Welcome from the Human Relations Commissioners

Your fellow commissioners welcome you as a new member and invite you to review the following information compiled and developed to allow you to better understand the Commission's history and current activities.

Since our meetings are concise and limited, we'd like to take this opportunity to give you a little background on each member. (We expect your bio to be added here shortly.)

### Brief Statements from each Commissioner

**Anthony Jemison:** Mr. Jemison's term started in September 1998. "I joined the Chula Vista Human Relations Commission because I wanted to contribute to the growth and continued development of the community in which I had chosen to make my home and raise my kids. Chula Vista is a wonderful city—it's serene; it's metropolitan; it's burgeoning. And yes, there are challenges. Nonetheless, people of varying cultures, nationalities, ethnicities and lifestyles call Chula Vista home. My family and I are proud to be among them and cherish the differences that comprise the mosaic of our community. My personal opinion is that the Human Relations Commission plays an integral role in keeping our community at the vanguard of being "a great place to live." I welcome your involvement and look forward to working with you in making this statement a reality! Your service as a Commissioner will enhance our efforts, I'm certain. Welcome aboard!"

#### **Michael Palomo** –Chair of the Essay Contest subcommittee

Mr. Palomo has been a member of the Chula Vista Human Relations Commission since July 27th, 1999 and was reappointed in 2003. "As a member of our community I am proud to serve and support the city as a commissioner. I am especially honored to serve with my fellow commissioners who are dedicated to fulfilling our commission's mandate. Serving on a diverse body such as ours has brought me much personal reward. Some of the other hats I wear include working for the Social Security Administration and the occasional volunteer work with Mama's Kitchen and Scripps Memorial Auxiliary. I'd like to welcome you as a new commissioner and look forward to serving with you."

**Juan Celaya** – Juan has already completed one term (3 years) with the HRC and has started his second term. Juan is an active volunteer with social and political causes in the city of Chula Vista.

#### **R. Edna Concepcion** –Chair of the Robert B. Botterman Award subcommittee

Edna's term started in September 2001. Edna 'wears many colorful hats'. She is a Naval wife, mother of two, a career woman, a friend and confidante and a business and community leader. Involvement in the community has been a continuing commitment of Ms. Concepcion. She is a co-founder and an elected President of the Filipino-American Chamber of Commerce for three terms. Ms. Concepcion also volunteers her time with the South Bay Community Services, the San Diego Philippine Library & Museum and the Maria Clara de Pilipinas Sorority. Edna lives in Bonita with her family.

**Anne Cordon – Communications Chair**

Ms. Cordon's term started in April 2003. She's been a resident of Chula Vista for over a dozen years and has volunteered in non-profit organization and her children's school. She is married with two children in college. Her goal on the Human Relations Commission is to encourage citizens of Chula Vista to celebrate and honor its diversity through creative and thoughtful expression.

**Perny Cosca Reese:** Ms. Cosca Reese began serving on the HCC in July 2004, and has many years of being a volunteer with the City of Chula Vista Police Department as well as other local organizations.

**City Staff:**

**Yolanda Garcia,** City of Chula Vista Police Department's Secretary to the Chief of Police and HRC Secretary. A long-time City of Chula Vista employee, Ms. Garcia began serving as staff secretary for the HRC in June 2006.

**Capt. Gary Wedge,** City Liaison, Chief of Administrative Services, City of Chula Vista Police Department. Capt. Wedge began serving as City of Chula Vista HRC staff liaison in 2005.

## **2. History of the Human Relations Commission (HRC)**

The HRC was established by the Chula Vista City Council on May 28, 1968 by Ordinance 1120 and amended by Ordinance 1909. The Commission is composed of seven members, appointed to a four-year term on a staggered basis. This body has the following role and function:

- To advise and recommend to the City Council on matters pertaining to the protection and strengthening of the rights of the various racial, religious, ethnic, and socio-economic groups to ensure that all citizens of Chula Vista realize full enjoyment of their constitutional privileges without regard to race, creed or national origin
- To encourage the development of mutual understanding and respect among all such groups;
- to encourage an understanding of citizen participation in local government;
- to advise the City Council on Chula Vista transit operation items including, but not limited to, route structures; fares; condition of buses; interface with all other forms of transit and bench; and bus stop and shelter locations. Responsibilities also include an advisory function regarding the implementation of mass transportation within the city.

### 3. Meeting Procedures & Structure of the Commission

The HRC meets on the 2nd Wednesday of the month at 5:30 p.m., in the Chula Vista Police Department's Community Service Room. All commissioners are expected to attend unless previous notice is emailed or phoned into the Secretary or other commissioners. The public is invited to attend the meeting and there is a standing item on the agenda for public comment.

Robert's Rules for Meetings are followed by the HRC. The term of the Chair is for a period of **1 year or upon resignation** of the Chair from the commission, whichever occurs first. A co-chair is also nominated and elected for the same period of time. Other commissioner members can volunteer to serve on any of the committees. Members must submit their resignation to the Mayor's office in writing.

A quorum of four members must be present to conduct commission business. Meeting minutes are taken by the Secretary and distributed to commissioners by email. A meeting agenda is prepared by the Secretary from input from the Chair and Co-chair and also distributed by email prior to the meeting. The Chair invites input from the commissioners and staff on the agenda. The City Liaison Secretary develops and maintain minutes of all official meetings.

### 4. Rules and Expectations of Commissioners

Members of the HRC are expected to attend all monthly meetings unless arrangements such as out-of-town travel, illness or emergencies are made by prior notice. Numerous unexcused absences by any commissioner may result in the Commission's petition to the Mayor to remove the absent member since the continuity of meeting quorums is affected by prolonged absences of members.

### 5. HRC Subcommittees

#### Robert B. Botterman Humanitarian Award Subcommittee:

The Human Relations Commission recommends to the City Council individuals and/or groups that demonstrate extraordinary dedication and enthusiasm in their volunteer work in the community. A long-time resident of Chula Vista, Robert B. Botterman dedicated his life to the understanding of others and served on the Human Relations Commission for a number of years.

The Robert B. Botterman Award is given annually. Citizens of Chula Vista are encouraged to nominate an individual by sending a letter or filling out a form available in English and Spanish on the Commission's website. All nominations require a information on the individual or group's background and reason for why they should be selected for this award. The Commission reviews the nominations and submits a recommendation to the City Council for its final decision.

### Literary Contest Subcommittee: [suspended in 2006]

This subcommittee proposes and promotes the City of Chula Vista Annual Literary Contest, which is designed to raise awareness and interest in the rich and diverse heritage and cultural background of the people comprising the City of Chula Vista. It is hoped that the Literary Contest will permit this heightening of awareness in an educational and entertaining way that also leads to the building of our community.

Every year, a theme is selected as a suggestion to help students and adults over age 50 years to prepare their comments and thoughts in a framework conducive to the expression of their awareness of the role and place in the Chula Vista community. It is hoped that the contest will be a rewarding experience for students, older adults as well as educational institutions and all involved with the program.

### Chula Vista Civic Award Subcommittee:

The Civic Award may be given quarterly by the City Council. The Human Relations Commission recommends to the City Council, individuals and/or groups that demonstrate extraordinary dedication and enthusiasm toward the community. Citizens of Chula Vista are encouraged to nominate individuals or groups by completing the nomination form that requires a description and explanation for their nomination to the Human Relations Commission. The Civic Award can be presented posthumously.

Public recognition of the awards is given at City Council meetings. Plaques and/or certificates are awarded to individuals and groups for the Robert B. Botterman and Civic Awards. Cash prizes and certificates are awarded to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners of the essay contest.

### Public Relations Subcommittee:

This subgroup is dedicated to develop and disseminate pertinent information on the HRC activities and to encourage citizens to participate in the nomination and creative award events. It prepares written information on the commission's activities in the form of press releases to send to local newspapers and other media outlets

## 6. Events/Activities Calendar

The Human Relations Commission follows an events/activities calendar that requires continued planning throughout the year. At this time, the calendar is as follows:

Human Relations Commission Essay Contest -January-April

City of Chula Vista Civic Award- quarterly

Robert B. Botterman Humanitarian Award -annually in the fall

The Commission also holds a summer social potluck and winter holiday celebration in which commissioners and their families become acquainted but no commission business is discussed.

A new feature to the CV HRC section of the website is the Citizen Comment Form which is also available in Spanish. Citizens of Chula Vista are invited to submit the comment form to the Commission. All comment forms are reviewed at Commission meetings.

For more details on other boards and commissions and to view area of the City's website with information for the public on the Human Relations Commission, go to:

[http://www.chulavistaca.gov/City\\_Services/Administrative\\_Services/City\\_Clerk/Boards/Default.asp](http://www.chulavistaca.gov/City_Services/Administrative_Services/City_Clerk/Boards/Default.asp)

# ROBERT B. BOTTERMAN HUMANITARIAN AWARD

## *Nominations Now Being Accepted*

Robert B. Botterman embodied the true spirit of altruism, philanthropy, and genuine concern for his fellow man. He dedicated much of his life to understanding others and embracing the spice that difference brings out in each of us. He served admirably on the Chula Vista Human Relations Commission for a number of years.

The Chula Vista Human Relations Commission is now accepting nominations for the \_\_\_<sup>nd</sup> Annual Botterman Humanitarian Award, which recognizes a resident of the City for his/her exemplary volunteer work in the community. Commissioner R. Edna Concepcion, Chairperson of the Botterman Humanitarian Award Committee added that the Award will be presented at a City Council meeting and, later on, at the \_\_\_<sup>st</sup> Annual Board & Commission Banquet.

Qualifications for the Botterman Humanitarian Award nominee:

- ❖ Be a resident of Chula Vista;
- ❖ Provides a majority of his/her services within the City;
- ❖ Be a volunteer and not a paid professional;
- ❖ Spends a considerable amount of his/her time in volunteer work; and
- ❖ By the nature of the selfless services he/she provides, epitomizes the ennobling character of true humanitarianism.

Applications can be obtained from the **Human Relations Commission, Office of the City Clerk (c/o Yolanda Garcia, 276 Fourth Avenue, Chula Vista, CA 91910,** at **your local library,** or from the **City of Chula Vista website** [http://www.chulavistaca.gov/City\\_Services/Administrative\\_Services/City\\_Clerk/Boards/boards.asp](http://www.chulavistaca.gov/City_Services/Administrative_Services/City_Clerk/Boards/boards.asp)  
Nominations will be accepted **until 5 p.m. of September \_\_, 200\_\_.**

The Human Relations Commission defines a humanitarian as one who seeks to promote the happiness of mankind through human welfare services and social reform, one who, by his/her selfless work, unstintingly and pro-actively fosters a just and humane society, where everyone is treated with respect and dignity.



# Human Relations Commission

## Annual Robert B. Botterman Humanitarian Award NOMINATION Form

### Nominee Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

If you need additional space, you may attach one additional page. Please complete the following areas of interest:

**1. Specific service in the area of community relations, include years of service.**

---

---

---

**2. Specific community service.**

---

---

---

**3. Specific professional service or other contributions.**

---

---

---

**4. Explain why you believe this individual should receive this award.**

---

---

---

---

**Nomination deadline is 5:00 P.M. on September , 200**

Send completed nomination form to: **City of Chula Vista Human Relations Commission**  
City Clerk's Office, 276 Fourth Avenue, Chula Vista, California 91910  
**Or fax to (619) 585-5610, Attention: Yolanda Garcia**

# PREMIO HUMANITARIO ROBERT B. BOTTERMAN

## *Se aceptan nominaciones*

Robert B. Botterman representó el verdadero espíritu de altruismo, filantropía y preocupación por su prójimo. Dedicó lo mejor de su vida al entendimiento de otros y abrazando los ingredientes que la diferencia nos hace en cada persona. Sirvió por muchos años y fue muy admirado por sus labores en la Comisión de Relaciones Humanas.

La Comisión de Relaciones Humanas está aceptando nominaciones para el 32° Premio Anual de Botterman le cual reconoce a una persona residente de esta ciudad por su labor como voluntario ejemplar en la comunidad. La comisionado R. Edna Concepcion, Presidenta del Comité del Premio Botterman agregó que el premio se presentará en el Consejo Directivo de la Ciudad y también después en el \_\_\_° banquete de los Consejos y las Comisiones.

Los requisitos para ser nominado al Premio de Botterman son:

- ❖ Ser habitante de la ciudad de Chula Vista;
- ❖ Proveer la mayoría de sus servicios dentro de la ciudad;
- ❖ Ser voluntario y no profesional pagado;
- ❖ Pasar bastante tiempo en su labor de voluntario; y
- ❖ Por medio de la naturaleza de sus servicios desinteresados, representa el carácter noble de humanitarismo verdadero.

Para obtener la forma para la nominación escriba a la siguiente dirección: **Human Relations Commission, Office of the City Clerk (c/o Yolanda Garcia, 276 Fourth Avenue, Chula Vista, CA 91910**, o también en **su biblioteca más cercana** o en la dirección de **internet de la Ciudad de Chula Vista**:

[http://www.chulavistaca.gov/City\\_Services/Administrative\\_Services/City\\_Clerk/Boards/boards.asp](http://www.chulavistaca.gov/City_Services/Administrative_Services/City_Clerk/Boards/boards.asp)

Se aceptan las nominaciones **hasta el \_\_\_ de septiembre de 200\_ a las 5 de la tarde.**

La Comisión de Relaciones Humanas define a una persona humanitaria como un individuo que busca como promover la felicidad de los seres humanos mediante de servicios al prójimo y reformas sociales y que por medio de su labor desinteresada y activa crea una sociedad más justa y humana donde se trate a todas las personas con respeto y dignidad.

# Human Relations Commission

Robert B. Botterman  
Premio Humanitario Anual  
FORMA DE NOMINACIÓN

Información personal del nominado

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Profesión: \_\_\_\_\_

Nominado por: \_\_\_\_\_

Dirección: \_\_\_\_\_

Organización: \_\_\_\_\_

Si requiere más espacio, puede adjuntar una hoja adicional. Favor de llenar las siguientes areas de interés:

**5. Servicio específico en el área de relaciones comunitarias, incluyendo años de servicio.**

---

---

---

**6. Servicio comunitario específico.**

---

---

---

**7. Service professional específico u otras contribuciones.**

---

---

---

**8. Explica el por que crea Ud. que este individuo debe recibir este premio.**

---

---

---

---

**Hora y fecha final de nominación es el 5:00 P.M., septiembre \_\_ de 200\_\_**

Mande la forma llenada a: **City of Chula Vista Human Relations Commission**  
**City Clerk's Office, 276 Fourth Avenue, Chula Vista, California 91910**  
o mandar por fax a (619) 585-5610, Atención : Yolanda Garcia

# Human Relations Commission

## Chula Vista Civic Award NOMINATION FORM

The purpose of the Civic Award is to recognize an individual or organization who has demonstrated extraordinary dedication and enthusiasm toward the community of Chula Vista.

### Individual or Organization Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/email: \_\_\_\_\_

If you need additional space, you may attach one additional page. Please complete the following areas of interest:

### 9. Specific service in civic involvement or volunteerism.

---

---

---

### 10. Specific act of heroism or humanitarianism.

---

---

---

### 11. Specific manner in which the individual or organization has promoted a positive image of Chula Vista and its citizens.

---

---

---

### 12. Explain why you believe this individual or organization should receive this award.

---

---

---

---

### Nominations are accepted throughout the year

Send completed nomination form to: City of Chula Vista Human Relations Commission

City Clerk's Office

276 Fourth Avenue, Chula Vista, California 91910

Or fax to (619) 585-5610, Attention : Yolanda Garcia

**Premio Civico de Chula Vista  
FORMA PARA NOMINAR**

*El propósito del Premio Civico es reconocer a un individuo u organización que haya mostrado una dedicación extraordinaria y entusiasmo hacia la comunidad de Chula Vista.*

Información del individuo u organización nominada

Nombre/representante: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono: \_\_\_\_\_

Profesión: \_\_\_\_\_

Nominado por: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono/email: \_\_\_\_\_

Si requiere más espacio, puede adjuntar una hoja adicional. Favor de llenar las siguientes areas de interés:

**13. Servicio específico en el área de actividades comunitarias o voluntarismo.**

---

---

---

**14. Acto específico de heroísmo o humanitarismo**

---

---

---

**15. Manera específica en que el individuo u organización haya contribuido a una imagen positiva de Chula Vista y de sus ciudadanos.**

---

---

---

**16. Explique el por que cree Ud. que esta persona u organización debe recibir el premio cívico.**

---

---

---

**Se aceptan las nominaciones continuamente.**

Llene y enviarla a: **City of Chula Vista Human Relations Commission  
City Clerk's Office  
276 Fourth Avenue, Chula Vista, California 91910**

o enviarla por fax a (619) 585-5610, Attention: Yolanda Garcia

## **8. Example of Press Releases: Robert B. Botterman Humanitarian Award**

FOR IMMEDIATE RELEASE:

### **CONTACT:**

Anne Cordon, Communications and Public Relations Sub-Committee Chair

Human Relations Commission of the City of Chula Vista

(619) 426-0801

acordon@cox.net

[http://www.chulavistaca.gov/City\\_Services/Administrative\\_Services/City\\_Clerk/Boards/boards.asp](http://www.chulavistaca.gov/City_Services/Administrative_Services/City_Clerk/Boards/boards.asp)

### **Human Relations Commission Botterman Humanitarian Award Winner**

Chula Vista, California, Month/Day/Year

The Human Relations Commission presented the \_\_\_<sup>st</sup> Annual Robert B. Botterman Humanitarian Award at the City' s Board and Commission Banquet on Month/Day/Year. [Recipient' s name] received the Botterman Humanitarian Award for his outstanding volunteer service to the community and citizens of Chula Vista.

City Counsel members and Human Relations Commissioners presented Mr. Alabado with the Botterman Award. The Human Relations Commission recommended that the City Council present [Recipient' s name ] with this award since he exemplifies a long and multifaceted desire to assist in the growth and prosperity of the social fabric of Chula Vista.

The Human Relations Commission recommends to the City Council individuals and/or groups that demonstrate extraordinary dedication and enthusiasm toward the community. A long-time resident of Chula Vista, Robert B. Botterman dedicated his life to the understanding of others and served on the Human Relations Commission for a number of years. The Robert B. Botterman Award is given annually. Citizens of Chula Vista are encouraged to nominate an individual by sending a letter or filling out a form available in English and Spanish on the Commission' s website with an explanation for their nomination to the Human Relations Commission.

### **About the Human Relations Commission of the City of Chula Vista**

The Human Relation Commission was established on May 28, 1968 by the City of Chula Vista. The commission is comprised of seven members appointed to a four-year term. The body has a number of roles and functions, principally encouraging the growth of communication between citizens and groups concerned with the development of mutual understanding and respect for all peoples. For more information, please contact: Anne Cordon, (619) 426-0801 Public Relations Chair or Anthony Jemison, HRC Commission Chair. (619) 426-2464.

## Example of Press Release- Chula Vista Civic Award:

FOR IMMEDIATE RELEASE:

### CONTACT:

Anne Cordon, Communications Chair

Human Relations Commission of the City of Chula Vista

(619) 426-0801

acordon@cox.net

[http://www.chulavistaca.gov/City\\_Services/Administrative\\_Services/City\\_Clerk/Boards/boards.asp](http://www.chulavistaca.gov/City_Services/Administrative_Services/City_Clerk/Boards/boards.asp)

### Human Relations Commission Civic Award Winners

Chula Vista, California, Month/Day/Year

The Human Relations Commission presented two Civic Awards at the City Counsel' s meeting on Month/Day/Year. [Recipient' s name] received a Civic Award for his exemplary community service and [Recipient' s name] for that organization' s excellent and long-serving history of service to the citizens of Chula Vista.

City Counsel members and Human Relations Commissioners presented [Recipients name(s) and Organization(s)], with Civic Awards. The Human Relations Commission recommended that the City Council present [Recipients name(s) and Organization(s)]with this award since they exemplifies the kind of individual and community organization that is crucial to the growth and prosperity of the social fabric of Chula Vista.

The Human Relations Commission recommends to the City Council individuals and/or groups that demonstrate extraordinary dedication and enthusiasm toward the community. The Civic Award is given quarterly. Citizens of Chula Vista are encouraged to nominate individuals or groups by sending a letter with an explanation for their nomination to the Human Relations Commission.

### About the Human Relations Commission of the City of Chula Vista

The Human Relation Commission was establish on May 28, 1968 by the City of Chula Vista. The commission is comprised of seven members appointed to a four-year term. The body has a number of roles and functions, principally encouraging the growth of communication between citizens and groups concerned with the development of mutual understanding and respect for all peoples. For more information, please contact: Anne Cordon, HRC Communication Chair or Anthony Jemison, HRC Commission Chair. (619) 426-2464.

## *L*ITERARY *C*ONTEST

Theme: “Maintaining Our Sense of Community as Chula Vista Grows”

### **PROGRAM GOAL**

The City of Chula Vista Annual Literary Contest, administered by the City’s Human Relations Commission, is designed to raise awareness and interest in the rich and diverse heritage and cultural background of the people comprising the City of Chula Vista. It is hoped that the Literary Contest will permit this heightening of awareness in an educational and entertaining way that also leads to the building of our community.

The theme was selected as a suggestion to help students prepare their comments and thoughts in a framework conducive to the expression of their awareness of the role and place in the Chula Vista community. It is hoped that the contest will be a rewarding experience for students, educational institutions and all involved with the program.

### **ELIGIBILITY**

Division I – Any high school student in grades 9-12, between the ages of 14-19 (at the filing deadline for submitting essay).

Division II – Any junior high school student in grades 7 & 8, between the ages of 12-14 (at the filing deadline for submitting essay).

All applicants must be matriculated at a school in the City of Chula Vista or reside in the City of Chula Vista if in attendance at a school outside of the city.

All applicable federal, state and local laws and regulations shall be enforced.

## **LITERARYCONTEST GUIDELINES**

### **SUBMISSION REQUIREMENTS**

- All essays must be submitted in English.
- Division I essays must be no shorter than 750 words nor greater than 1,000 words in length.
- Division II essays must be no shorter than 500 words nor greater than 1,000 words in length.
- All essays must be submitted in typewritten form, 12-point font, double-spaced and in a format comparable to that prescribed and accepted at your school (i.e., the Gregg Reference Manual, APA or MLA guidelines, etc.) and 1-inch margins are preferred.



- Submit all essays on white paper.
- Two (2) copies of your essay must be submitted. One copy must be paper-clipped for ease of duplicating and distribution. The other may be bound for aesthetic presentation purposes.
- A letter from your Registrar or Guidance Counselor verifying your attendance at a school within the City of Chula Vista is required. The letter must be written on school stationary and duly signed by the appropriate official.

### **PROCESS FOR ENTERING**

Entries must be submitted to: Chula Vista Human Relations Commission Essay Contest, c/o City of Chula Vista Police Department, 276 Fourth Avenue, Chula Vista, CA 91910, Attn: Yolanda Garcia. Entries may be faxed to (619) 691-5281 or e-mailed to [ygarcia@chulavistapd.org](mailto:ygarcia@chulavistapd.org).

Late entries will **NOT** be accepted. Essay deadline is \_\_\_\_\_. Each applicant represents that each essay submitted shall be his/her own work. The essay cannot have been published before.

Keep a copy of your essay since no materials will be returned.

Questions regarding the contest or these guidelines should be directed to: Michael Palomo, Commissioner, Chula Vista Human Relations Commission, 619-602-9844.

### **PRIZE DETAILS**

There will be a first, second and third place award in each division. The first place winning entry in each division shall have the opportunity to read his/her essay at a meeting of the City Council/Mayor at a date to be determined.

Also, awards carry the following monetary prizes:

- 1<sup>st</sup> Place - \$100.00 plus plaque
- 2<sup>nd</sup> Place - \$75.00 plus certificate
- 3<sup>rd</sup> Place - \$50.00 plus certificate

**ALL TAXES ASSOCIATED WITH THE RECEIPT OF ANY PRIZES ARE THE SOLE RESPONSIBILITY OF THE WINNERS.**

All prizes are non-transferable and must be claimed by the applicant.

By accepting and/or participating in the contest and/or the prize, applicants and winners agree to the use of their names, voices, likenesses and/or submissions for the purpose of advertising, trade or promotion without further compensation, unless prohibited by law.

If a selected winner cannot be contacted, is ineligible or fails to claim a prize, the prize will be forfeited and an alternate winner (in succession) will be selected.

### **SELECTION OF WINNERS**

Commissioners of the Human Relations Commission will select the winners.

Essays will be judged on creativity, congruence with the stated theme, technical ability and compliance with the requirements contained herein.

By entering, applicants agree to be bound by the official rules and the decisions of the commissioners, which shall be final.

### **DISCLAIMERS**

The Mayor, members of the City Council, members of the Human Relations Commission and those who donate prize(s), if applicable, are not responsible for and shall not be liable for:

- Late, lost, delayed, damaged, misdirected, incomplete, illegible, unintelligible or postage-due entries.
- Any condition caused by events beyond the control of the Human Relations Commission that may cause the contest to be disrupted or corrupted.
- Any injuries, losses or damages of any kind arising in connection with or as a result of a prize or acceptance, possession or use of the prize or from participating in the contest.
- Any printing or typographical errors in any materials associated with the contest. The Human Relations Commission reserves the right, in its sole discretion, to suspend or cancel this contest at any time. By participating in this contest, applicants agree to release and hold harmless the sponsors, city employees, their representatives, families and their agents, including legal counsel, from any and all losses, damages, rights, claims and actions of any kind in connection with the contest or resulting from acceptance, possession or use of any prize, including claims based on that may be derived from the content of the essays, including but not limited to publicity rights, copyright infringement, defamation or invasion of privacy.

## Example of Press Release- HRC Literary Contest:

FOR IMMEDIATE RELEASE:

**CONTACT:**

Anne Cordon, Communications and Public Relations Sub Committee Chair

Human Relations Commission of the City of Chula Vista

(619) 692-8403

[acordon@cox.net](mailto:acordon@cox.net)

[http://www.chulavistaca.gov/City\\_Services/Administrative\\_Services/City\\_Clerk/Boards/boards.asp](http://www.chulavistaca.gov/City_Services/Administrative_Services/City_Clerk/Boards/boards.asp)

<Human Relations Commission Literary Contest Announcement>

### **Human Relations Commission Literary Contest Announcement**

Chula Vista, California, Month/Day/Year

The Human Relations Commission announced the 1<sup>st</sup> Literary Contest on [Date]. The new literary contest is open to middle and high students as well as persons over 50 years of age. Prizes include cash, recognitions and a gift certificate for dinner in a Chula Vista restaurant. The theme of the contest is “ Maintaining Our Sense of Community as Chula Vista Grows” . Entries to the contest can be in the form of an essay, short story, song lyrics, poem or other written medium and can be submitted in English or Spanish. The deadline for entries is [Date]. Teachers and organizers of after-school programs are encouraged to have their students submit entries. Adult education programs and senior centers are encouraged to post the Literary Contest announcement.

To download the announcement and additional rules on the Literary Contest, interested persons should go to the City of Chula Vista’ s website and look under City Services, Boards and Commissions at:

[http://www.chulavistaca.gov/City\\_Services/Administrative\\_Services/City\\_Clerk/Boards/boards.asp](http://www.chulavistaca.gov/City_Services/Administrative_Services/City_Clerk/Boards/boards.asp)

About the Human Relations Commission of the City of Chula Vista

The Human Relation Commission was established on May 28, 1968 by the City of Chula Vista. The commission is comprised of seven members appointed to a four-year term. The body has a number of roles and functions, principally encouraging the growth of communication between citizens and groups concerned with the development of mutual understanding and respect for all peoples. For more information, please contact: Anne Cordon, Communication Chair (619) 426-0801 or Anthony Jemison, Commission Chair at (619) 426-2464.

# Human Relations Commission

## Citizen Comment Form

The Human Relations Commission of the City of Chula Vista advises the City Council on matters pertaining to the protection and strengthening of the rights of the various racial, religious, ethnic, and socio-economic groups to ensure that all citizens of Chula Vista realize full enjoyment of their constitutional privileges without regard to race, creed or national origin. The Commission encourages the development of mutual understanding and respect among all such groups and an understanding of citizen participation in local government. It also advises the City Council about citizen concerns regarding mass transit.

Public comments and input on the state of social and community relations in Chula Vista are important! Please use the space below to submit your written comments to the Human Relations Commission of the City of Chula Vista regarding items of importance. Your comments will be read in the monthly Commission meetings and become part of the public records located in the Office of the City Clerk.

Please complete the information below. If you can limit your comments to 200 words or less it will assist everyone in reading the comments received. Thank you again for your comments and participation in the City's Human Relations Commission meetings.

*Your Name	E-mail Address
*Street Address:	*City:
*Zip Code:	
Area Code/ Telephone Number:	
Comments:	

Items marked with an asterisk are required to maintain public records of the comments received. The information provided allows us to contact you in the future if needed.

Send completed comment form to:

**City of Chula Vista Human Relations Commission**  
**City Clerk's Office, 276 Fourth Avenue, Chula Vista, California 91910**  
**Or fax to (619) 585-5610, Attention Yolanda Garcia**

## Forma para Comentarios de los Ciudadanos

La Comisión de la Ciudad de Chula Vista da consejos al Consejo de la Ciudad sobre asuntos relacionados a la protección y las actividades de reforzar los derechos de todos los grupos de diferentes razas, religiones, étnicos, y socio-economicos para asegurar que todos los ciudadanos de Chula Vista realiza el gozo pleno de sus privilegios constitucionales sin importar su raza, credo o origen nacional. La Comisión promueve el desarrollo del entendimiento mutuo y respeto entre todos los grupos y una participación mayor de los ciudadanos en el gobierno local. También da recomendaciones al Consejo de la Ciudad sobre las preocupaciones de los ciudadanos sobre el tránsito público.

¡Consideramos importantes los comentarios y observaciones del público sobre el estado de relaciones social and comunitarios en Chula Vista! Favor de escribir sus comentarios u observaciones importantes a la Comisión de Relaciones Humanas en el espacio abajo. Sus comentarios estarán leídos en las reuniones mensuales de la Comisión y puestos en el record público de la oficina del Secretario de la Ciudad.

Favor de proveer la información abajo. Si puede conservar a sus comentarios a 200 palabras o menos ayudará a todos a leer los comentarios recibidos. Gracias de nuevo para sus observaciones y participación en las reuniones de la Comisión de Relaciones Humanas.

*Su Nombre	Dirección de correo electrónico (opcional)
*Dirección del domicilio:	*Ciudad:
*Código Postal:	
Código del Area/ Número Telefónico:	
Comentarios:	

Las cosas demarcadas con un asterisco son requeridos para mantener el record público de los comentarios recibidos. La información proveído nos permite comunicarnos con Ud. en el futuro si es necesario. Mande la forma a:

City of Chula Vista Human Relations Commission

City Clerk's Office, 276 Fourth Avenue, Chula Vista, California 91910

o POR FAX A (619) 585-5610, Attention Yolanda Garcia

## 11. Contact Roster

Human Relations Commission - July 2006

Name	Email	phone
Yolanda Garcia	ygarcia@chulavistapd.org	(619) 691-5150(w)
Capt. Gary Wedge	gwedge@chulavistapd.org	(619) 691-5218 (w)
Anthony Jemison	ajemison@ars.com	(619) 426-2464 (h)
Edna Concepcion	ednaconcepcion@cox.net	9619) 421-9292(h)
Anne Cordon	Anne.cordon@sdcounty.ca.gov	(619) 692-8403 (w)
Michael Palomo	michael.palomo@cox.net	(619) 420-1039
Perny Cosca Reese	pernicoz@cox.net	(619) 656-6361(h)
Juan Celaya	<a href="mailto:juanarchy@hotmail.com">juanarchy@hotmail.com</a>	(619) 691-1770
Vacant position		